

Job Description

Job Title	Assistant Headteacher
School	Brightlingsea Primary School and Nursery
Grade	Leadership Spine – L5 - 9
Reports to	Headteacher
Responsible for	Teachers and Learning Support Staff in Phase, Office Staff, Mid-day Assistants, Site Staff.
Liaison with	Governors, Headteacher, Deputy Headteacher, all Staff, other agencies, parents, pupils
Job Purpose	<p>The Assistant Headteacher shall play a major role under the overall direction of the headteacher in;</p> <ul style="list-style-type: none"> • formulating the aims and objectives of the school; • establishing the policies through which they shall be achieved; • managing staff and resources to that end; and • monitoring progress towards their achievement; <p>The assistant headteacher shall undertake any professional duties of the headteacher reasonably delegated to him/her by the headteacher.</p> <p>Additionally to</p> <ul style="list-style-type: none"> • Take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below • Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs; • Maintain the positive ethos and core values of the school, both inside and outside the classroom; • Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
Principle Accountabilities	<p>Leadership and Management:</p> <ul style="list-style-type: none"> • To meet regularly as part of the Senior Leadership Team and be involved in management and leadership decisions. • To share responsibility for the development, review and evaluation of policies in line with the school ethos, improvement plan and school priorities. • To share responsibility for implementation of policies. • To positively encourage high standards of behaviour and uphold the inclusive ethos of the school. • To ensure effective and meaningful dialogue with parents is developed and maintained. • To identify, organise and deliver staff development needs on strategies for raising pupil achievement.

Coordinate and lead a phase within the school: *(the remaining phases to be coordinated and led by the Deputy Head teacher and Head teacher).*

- Oversight of assessment and target setting, including regular pupil progress reviews.
- To support, encourage and develop staff in fulfilling their individual class targets.
- Provide high-quality advice and guidance to colleagues on teaching and learning and care, guidance and support.
- To monitor teaching and learning including undertaking PMRs for staff within the phase.
- To coordinate and develop the curriculum, in liaison with Hub leads and Senior Leaders.
- To be involved in induction and supervision of new members of staff which may include NQTs and/or students.

I.T. Asset Management:

- In conjunction with the school finance manager to plan and manage the IT budget.
- To create and monitor a 5 year rolling plan for asset management, making recommendations regarding future spending requirements and expiration of equipment.
- To liaise with ICT technicians to ensure that the school receive value for money and meets its objectives.

Safeguarding:

- Fulfil personal responsibilities, and support the headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:
- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- Operating clear whistleblowing procedures,
- Sharing information, with other professionals
- Operating safe recruitment practices
- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Operating and monitoring clear policies for dealing with allegations against people who work with children.

Specific Duties	<p>Teaching:</p> <ul style="list-style-type: none"> • Plan appropriately to meet the needs of all pupils, through differentiation of tasks; • Be able to set clear targets, based on prior attainment, for pupils' learning; • Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils; • Keep appropriate and efficient records, integrating formative and summative assessment into planning; • Track the progress of individual children and intervene where pupils are not making progress; • Report to parents on the development, progress and attainment of pupils; • Participate in meetings which relate to the school's management, curriculum, administration or organisation; • Make effective use of ICT to enhance learning and teaching. • Be an 'outstanding' practitioner the majority of the time. <p>Health, safety and discipline</p> <ul style="list-style-type: none"> • Promote the safety and well-being of pupils. • Promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy; <p>Management of staff and resources</p> <ul style="list-style-type: none"> • Direct and supervise support staff assigned to them and, where appropriate, other teachers. • Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff. • Deploy resources delegated to them. <p>Professional development</p> <ul style="list-style-type: none"> • Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff. • Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction. <p>Communication</p> <ul style="list-style-type: none"> • Communicate with pupils, parents and carers. • Working with colleagues and other relevant professionals • Collaborate and work with colleagues and other relevant professionals within and beyond the school.
General	<p>The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</p>

